



State of Connecticut
Department of Banking
Consumer Credit Division
260 Constitution Plaza, Hartford, CT 06103



INSTRUCTIONS & CHECKLIST
RENEWAL OF EXISTING LOAN ORIGINATORS

Renewal application is hereby made for registration under Chapter 668, Part I (A) and Part I (B) of the Connecticut General Statutes for a **TWO YEAR PERIOD: OCTOBER 1, 2006 – SEPTEMBER 30, 2008.**

Renewal of existing loan originators requires the filing of the enclosed renewal application along with below outlined requirements **ON or BEFORE SEPTEMBER 4, 2006.** **Note, you must submit your license renewal package (previously mailed on or about June 22, 2006) in order to renew your loan originators registrations. The loan originator renewal package will be denied if you have not renewed your mortgage license(s). THE RENEWAL OF YOUR LICENSE WILL BE PROCESSED SEPARATELY FROM THE LOAN ORIGINATOR RENEWAL.**

Please note, the following individuals do not need to register as loan originators: officers of corporation; general partners in a partnership; member of LLC or a sole proprietor.

YOU MUST SUBMIT THE BELOW FOUR ITEMS ALONG WITH THIS CHECKLIST.

1. FEES: Loan Originator 2 Year Registration Fee: \$100 per originator*

Completed

*If a licensee holds a 1st & 2nd mortgage license, it need only register an originator once.

An originator may work under both licenses. \$100 fee is due per originator if you are renewing one or more licenses.

Number of Originators Renewing _____ X \$100 each = Total Due _____

Please Note, One Company Check in the total amount due is required per location _____

2. RENEWAL FORM (May be pink or white). Must be completed by a principal officer, owner, member or partner of the licensed entity. Renewal Forms cannot be signed by an originator. _____

3. Pink LIST OF LOAN ORIGINATORS. Please verify the existing list of loan originators and in black/blue ink indicate termination dates (month/day/year) in the right hand column of former employees along with any typographical corrections that need to be made on existing names and/or addresses. If an originator has **moved to a different branch** location please **do not** make any adjustments on this form, complete the transfer of location form enclosed. This form is available on our website. **Also, DO NOT ADD NEW ORIGINATORS TO THIS LIST.**

You may receive an additional loan originator renewal form to register loan originators which were not included in the renewal package. You must renew this additional list, along with any future lists already received. The lists will be sent on pink paper. _____

4. New Requirement – Each loan originator must complete and sign a **“Loan Originator Registration Renewal Addendum”**. Please make copies for each loan originator as needed. This form will also be available on our website. _____

If you wish to **ADD NEW ORIGINATORS** and make them effective October 1, 2006, please visit our website at www.ct.gov/dob/ and download the form titled **Application for Registration of NEW Loan Originators.**

If you have questions concerning the **RENEWAL** or **NEW** loan originator process please contact **Maria Burgos** at **860-240-8211** or via e-mail at maria.burgos@ct.gov